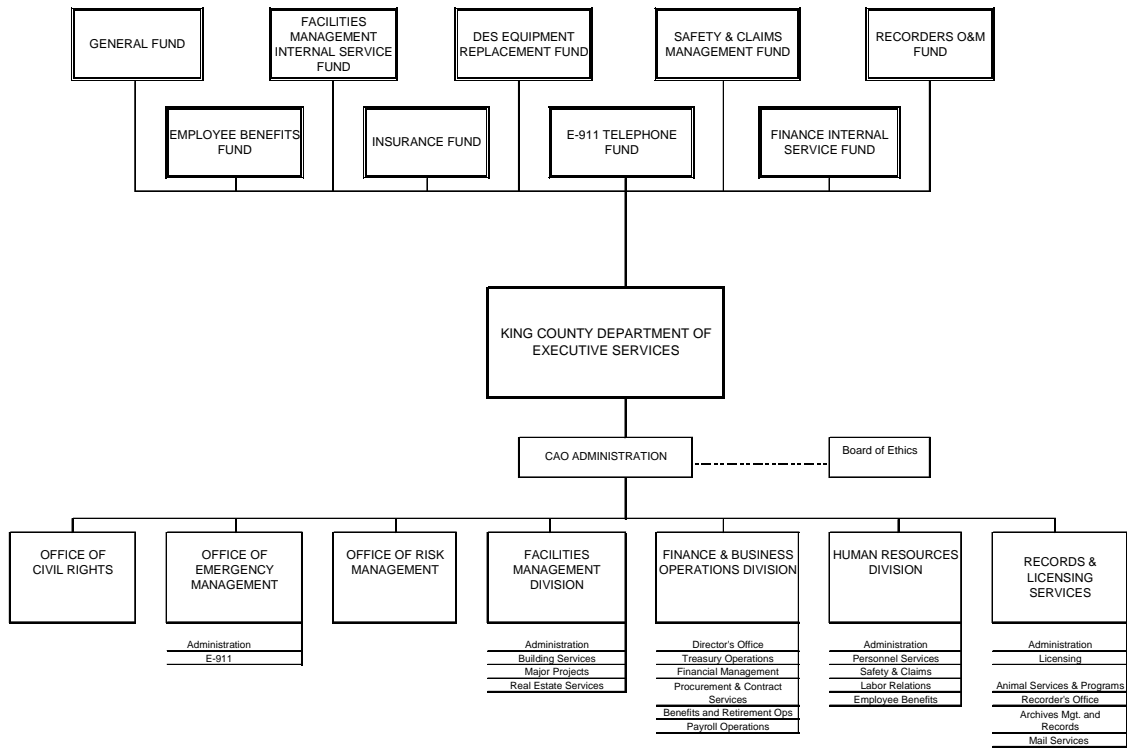

Executive Services



EXECUTIVE SERVICES

Mission

To make the Department of Executive Services (DES) the provider of choice by providing King County agencies, municipalities and the public with effective and efficient general government services.

ISSUES AND PRIORITIES

The Department of Executive Services (DES) provides nearly all internal services to King County government and a variety of public services to King County citizens. This department has eight hundred fifty employees, with an overall operating budget in excess of \$419 million. The department includes the following divisions: Facilities Management, Finance and Business Operations, Human Resources, and Records and Licensing Services. It also includes the Offices of Civil Rights, Emergency Management and Risk Management as well as the Board of Ethics and Civil Rights Commission.

DES divisions are largely funded within the General Fund, or are internal service funds, which recover the cost of services from client agencies in the General Fund and other agency funds. In 2010, virtually every county fund is in a state of financial distress to one extent or another. The 2010 Executive Proposed Budget for DES divisions demonstrates the King County Executive's commitment to making deep administrative reductions, elimination of discretionary spending, and implementation of innovative efficiencies in order to preserve mandatory direct services to residents in the face of these financial challenges.

Facilities Management Division

The Facilities Management Division (FMD) manages and maintains the county's physical and capital assets through capital improvement project management; energy management; space planning; major maintenance, preventative and custodial maintenance; building security and management of the financial and programmatic performance of the county's real estate portfolio. FMD also manages the operations of the county Print Shop.

In 2010, the priorities addressed in the executive proposed budget are maintaining performance against service level agreements with tenants in FMD managed buildings, ensuring that critical building systems and operations are adequately supported, ensuring FMD's business systems are ready for the conversion to the Oracle based accounting system, and maintaining compliance with regulatory requirements and adopted fiscal policies.

Highlights of the 2010 proposed budget for FMD are:

- Providing for the ongoing operation and maintenance of the newly installed King County Correctional Facility electronic security system.
- Equipment upgrades to enhance FMD's ability to address snow and ice removal at County facilities.
- Final implementation and staff support for the capital project tracking software system and for ensuring that this system is properly integrated into the county's new Oracle based accounting system.
- Support for ongoing compliance efforts related to the Clean Water Act's National Pollution Discharge Elimination System (NPDES) requirements.

- The draw-down of the FMD internal service fund balance resulting in a one-time rebate to tenant agencies' 2010 per-square-foot charges in compliance with FMD's adopted fiscal policies.

While the 2010 Executive Proposed Budget does not contain funding specifically for flood planning or response, the planning efforts are well underway. The Facilities Management Division is the lead agency in managing the risk identification and mitigation planning for county facilities at risk of flood. Planning in the summer and fall of 2009 has focused on measures that can be taken to protect county-occupied buildings in the event of a flood, as well as county-occupied building evacuation and relocation plans. The 2010 costs for flood mitigation will be addressed in a separate supplemental appropriation request that will be submitted to the County Council this fall.

Finance and Business Operations Division

The Finance and Business Operations Division (FBOD) provides central accounting, procurement, employee benefit and payroll administration, and treasury operations services to King County's direct service providers and internal service agencies. Additionally, the division collects, distributes, and invests public funds and manages long-term debt for King County and other local taxing districts.

The priorities addressed in the 2010 proposed budget for FBOD are to deliver accurate and timely financial information, meet ongoing customer demands while seeking efficiencies and cost savings, and to continue to support the Accountable Business Transformation Project (ABT) to develop a single set of payroll and financial systems. To address these challenges along with financial challenges facing the General Fund (GF) and other county funds, FBOD has proposed measures that will realize cost savings and meet ongoing demands, as well as seek efficiencies in key business processes.

Highlights of the 2010 budget are:

- FBOD has evaluated all existing vacant positions and future known retirements and targeted reductions in these positions. The body of work associated with each vacancy will be consolidated by redistributing the workload to other staff in the business area, by achieving efficiencies or by realigning the organizational structure. The key vacancies proposed for reduction include a property tax collection officer, a credit analyst for the investment pool, a procurement support position, an accounting systems position, two part-time account receivable positions, a PeopleSoft applications developer and an employee benefits supervisor.
- Bodies of work have been consolidated and service levels have been reduced. FBOD proposed two position reductions, including a customer service position in Treasury, a buyer support position in Procurement, and reducing 50 percent of the staff support for the Equal Benefits program. The body of work performed by each of these positions will either be absorbed by the remaining staff within the business sections or transitioned out to the departments. These reductions are expected to result in lower customer service to the public and/or client agencies.
- Salary savings due to loaning staff to the Accountable Business Transformation (ABT) Project have been recognized. FBOD continues to contribute an increasing number of employees to the ABT project. This budget proposal includes salary savings by backfilling these positions term-limited staff at a lower cost because of the tenure and expertise of the staff loaned to the ABT project. The staffing levels will be re-evaluated to meet the requirements for the newly developed business models after implementation of the ABT project.

- Operating costs are reduced through efficiency and resource savings. While impact to service levels is limited, these reductions reduce FBOD's flexibility to respond to unanticipated events.

Human Resources Division

The mission of the Human Resources Division (HRD) is to deliver timely, consistent, effective, and legally defensible human resource services to county agencies in a manner that meets their business needs and also enhances the integrity of the human resources systems.

In the 2010 Executive Proposed Budget, a continued emphasis is placed on: controlling health care costs through the promotion of employee health under the Executive's Health Reform Initiative (HRI); increasing the effectiveness and lowering cost growth in Workers' Compensation through successful safety education and return to work programs; increased efficiencies in Civil Service

Administration; and increased alignment of human resources practices throughout King County through the Human Resources Unification Project (HRUP).

Highlights of the 2010 proposed budget for HRD are:

Several key programs are reprioritized or reduced in order to meet reduce the HRD the expenditure reduction target.

- The centralized central employee training and career development curriculum are eliminated. In its place HRD will develop a scaled back semi-annual supervisory education program and King County orientation in place of the current program.
- A position tasked with implementing the Employee Performance and Accountability System is eliminated, and the scaled-down performance evaluation tool will be rolled out to Executive branch agencies later in 2010;
- A temporary position that has assisted employees affected by 2009 and 2010 reductions in force is eliminated, and these duties will be performed by existing staff.
- The 2010 Employee Benefits budget implements the first year of a three year benefits package that continues the Health Reform Initiative (HRI) Healthy IncentivesSM program with modifications that were agreed to by the Joint Labor Management Insurance Committee in 2009. The HRI has taken steps to reduce administrative costs and stem the rate of growth of healthcare expenditures. The agreement recognizes the financial difficulties facing the county by reducing projected costs growth by \$37 million over the next three years, while delivering a comprehensive benefit package that ranks among the very best in the nation in terms of both affordability and effectiveness.

Records and Licensing Services Division (RALS)

The Records and Licensing Services (RALS) Division, was established when the Elections section was elevated to a separate division on January 1, 2008. With the election of the Elections Director, Elections became a separate department in 2009.

RALS provides a variety of regional, local, and internal services including: recording public documents, issuing marriage licenses, regulating taxi and for-hire drivers, vehicle and vessel licensing, animal care and control services, records management, archives, and mail services.

In response to the significant fiscal challenges facing the county in 2010, the King County Animal Care and Control budget eliminates the \$1.5 million General Fund subsidy historically

provided to offset the shortfall from animal licensing fees in unincorporated King County and its contracting cities. To that end, King County is no longer able to offer the same level of animal care and control services. The severe fiscal challenges facing Animal Care and Control are exacerbated by the operational challenges presented by the Green River Flood emergency. To mitigate the budget shortfall and the risks posed by the Green River Flood emergency, King County Animal Care and Control is partnering with its contract cities and community organizations to transition to an alternative, fiscally sustainable business model by June 2010.

In addition to animal care and control activities, in 2010, the RALS division will continue the effort to:

- Further the public safety, reliability, economic viability, and stability of privately operated taxicab transportation services within King County.
- Complete the county-wide implementation of the Electronic Records Management System.
- Implement the electronic Real Estate Excise Tax application and processing system.
- Continue to provide marriage licensing, recording, vehicle and vessel licensing, mail services, records management and archives services.

Office of Civil Rights

The Office of Civil Rights (OCR) has two broad areas of focus: enforcement and compliance. In its enforcement program, staff members implement the county's ordinances prohibiting discrimination in unincorporated King County in housing, employment, public accommodations (services like stores and restaurants) and contracting. In the compliance program, staff members work with county departments, county contractors and members of the public to ensure non-discriminatory access to government for people with disabilities and others.

In 2010, OCR will continue to streamline business processes to ensure faster resolution of all cases alleging violations of the King County Fair Employment Ordinance. The office will continue its previous efforts to increase effectiveness of anti-discrimination education for both the public and county employees. OCR will also continue to collaborate with other agencies to make information accessible via the web in order to provide services within its existing budget.

Office of Emergency Management

Office of Emergency Management (OEM) promotes disaster resistant communities by providing emergency management programs through partnerships and excellence in service, and coordinates and advances regional E-911 systems to ensure expedient, reliable access for the public to emergency services.

In 2010, the Emergency Management Program will maintain its focus on an all-hazards approach to disaster planning, with particular emphasis on flood preparation and response efforts. Most notably, OEM will plan for impacts from a potential release of increased water flows from the Howard Hanson Dam into the Green River during heavy rainfall events as a result of recently discovered damage to this federally operated dam. In light of the emergent threat of flooding on the Green River, the General Fund allocation to Emergency Management was not reduced in 2010, in order to maintain adequate resources for planning and disaster response and to leverage grant funded resources.

In 2010, E-911 will focus on providing technology solutions to improve service by upgrading equipment and supporting the public safety answering points (PSAPs) in preparing for the Next Generation 911 (NG911) system. Upgrades to the 911 Database and PSAP mapping system have already been completed, and the upgrade to PSAP equipment will be completed by the end of the

year. The implementation of an IP 911 network, in conjunction with a statewide project, will be completed early in 2010.

Office of Risk Management

The Office of Risk Management (ORM) assists county agencies in controlling and minimizing loss exposures, maintains a self-insurance program, processes citizen claims in a prompt, efficient, and equitable manner and protects the county's assets from loss.

The Loss Control Program continues to be a critical and effective resource and mechanism to all county agencies. The program supports and funds loss prevention and loss control projects and initiatives that are intended to reduce the county's exposure to liability.

Two predominantly volunteer organizations are supported within the DES organization:

Board of Ethics

The Board of Ethics (BOE) is a five-member citizen board with both advisory and quasi-judicial functions. The primary responsibilities of the BOE are to interpret the Code of Ethics through advisory opinions, administer financial and consultant disclosure requirements, and increase awareness of ethics issues through an education and training program. Since 2003, the BOE has continued an awareness campaign to heighten employee understanding of the Code of Ethics and the services provided by the Board and office. This initiative will continue in 2010, incorporating newly developed outreach and education programs into its ongoing functions.

Civil Rights Commission

The Civil Rights Commission is composed of 16 citizen volunteers. The commission serves in an advisory capacity to the County Executive and County Council on civil rights issues in the areas of contract compliance, disability access, employment, housing, minority/women business, and public accommodations.

**2010 Proposed Budget for Executive Services -
Administration 0010/0417**

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	2,418,994	17.00	0.00
		Status Quo**	135,023	0.00	0.00
		Status Quo Budget	2,554,017	17.00	0.00
		Contra Add Back	76,890		
Change in County Policy					
CS10		IT Reorganization - Desktop Support from OIRM to DES	457,784	4.00	0.00
			457,784	4.00	0.00
Increased Efficiencies/Reduced Costs					
AS01		Office of Civil Rights Administrator II Position to Grant Funding	(95,485)	(1.00)	0.00
AS02		Program Project Director Funding	(128,336)	0.00	0.00
			(223,821)	(1.00)	0.00
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(82,731)	0.00	0.00
			(82,731)	0.00	0.00
Technical Adjustments					
AS03		One-Time Revenue Adjustment - \$30,000	0	0.00	0.00
CR01		Flexible Benefits	(10,152)	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	(31,323)	0.00	0.00
CR08		Technology Services Infrastructure Charge	6,061	0.00	0.00
CR09		Geographic Information Systems Charge	271	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(1,408)	0.00	0.00
CR11		Telecommunications Services	(335)	0.00	0.00
CR12		Telecommunications Overhead	(875)	0.00	0.00
CR13		Motor Pool Usage Charge	581	0.00	0.00
CR14		Facilities Management Space Charge	(4,529)	0.00	0.00
CR16		Radio Access	(27)	0.00	0.00
CR17		Radio Maintenance	18	0.00	0.00
CR21		Debt Service Adjustment	(527)	0.00	0.00
CR22		Long Term Leases	49,992	0.00	0.00
CR25		Financial Services Charge	(4,851)	0.00	0.00
CR26		Retirement Rate Adjustment	(43,337)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(154)	0.00	0.00
CR35		Underexpenditure Contra	(3,086)	0.00	0.00
CR36		Property Services Lease Administration Fee	276	0.00	0.00
CR37		Facilities Management Strategic Initiative	109	0.00	0.00
CR39		COLA Adjustment	4,781	0.00	0.00
CR40		Merit Adjustment	(1,061)	0.00	0.00
CR44		DES LAN Administration Costs	46,505	0.00	0.00
			6,929	0.00	0.00
		Total Change Items in 2010	158,161	3.00	0.00
		2010 Proposed Budget	2,789,068	20.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Executive Services - Administration

Department of Executive Services (DES) Administration

The total 2010 Executive Proposed budget for DES Administration is \$2,789,068 and includes funding for 20.00 FTEs. This agency includes the Department of Executive Services Administrative Office, the Board of Ethics, the Office of Civil Rights (OCR), the Civil Rights Commission, and DES Desktop Support.

Change in County Policy

IT Reorganization – Desktop Support from OIRM to DES – \$457,784 Expenditure / \$457,784 Revenue / 4.00 FTE. This 100% revenue-backed transfer is aligned with the goals of IT Reorganization, and moves the 4.00 FTEs for Desktop Support to DES. These FTEs will perform all DES customer service and most system service IT functions.

Increased Efficiencies/Reduced Costs

Office of Civil Rights Administrator II Position to Grant Funding – (\$95,485) / (1.00) FTE. This proposal moves an Administrator II position to grant funding through a HUD Fair Housing grant. The body of will focus on housing issues and their other duties will be absorbed within the DES Director's Office. This move will not impact the service delivery of the Office of Civil Rights.

Program Project Director Funding – (\$128,336). The Program and Project Director (PPD) provides management and oversight to several countywide projects. This proposal allows for revenues to be collected from the two primary projects that are being staffed with a dedicated resource: ABT and the Health Reform Initiative (HRI). The projects will now be billed for PPD services, making the position two thirds revenue backed.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$82,731). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Technical Adjustment

One-Time Revenue Adjustment – \$30,000 Revenue. DES will make a one-time contribution of \$30,000 from desktop equipment replacement reserves as revenue in lieu of reduction to contribute to mitigating the General Fund deficit.

Central Rate Adjustment – \$6,929. This series of adjustments captures the net effect of countywide charges and results in a \$6,929 increase in charges to DES Administration. These increases reflect both, efficiencies and reductions created by Executive agencies to bring down the cost of services they provide to other county agencies, and an increase in the long-term lease and Desktop Support accounts. These changes reflect the County Executive's commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

**2010 Proposed Budget for DES Equipment Replacement
5461/0023**

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	573,306	0.00	0.00
		Status Quo**	473	0.00	0.00
		Status Quo Budget	573,779	0.00	0.00
Change in County Policy					
		Contra Add Back	0		
	TA01	Adjustment for CIO IT Advisory	171,458	0.00	0.00
			171,458	0.00	0.00
Infrastructure Improvement Needs					
	TA02	Adjustment for Microsoft Enterprise Agreement Costs	(27,187)	0.00	0.00
			(27,187)	0.00	0.00
Technical Adjustments					
	TA50	Revenue Adjustment	0	0.00	0.00
	CR05	General Fund Overhead Cost Allocation	(1,390)	0.00	0.00
	CR25	Financial Services Charge	(6,186)	0.00	0.00
			(7,576)	0.00	0.00
		Total Change Items in 2010	136,695	0.00	0.00
		2010 Proposed Budget	710,474	0.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

DES Equipment Replacement Plan

The total 2010 Executive Proposed Budget for the DES Equipment Replacement Plan is \$710,474.

Change in County Policy

Adjustment for CIO IT Advisory – \$171,458. This annual adjustment aligns the equipment replacement budget for DES agencies, including Elections, with expected PC and server replacement costs.

Infrastructure Improvement Needs

Adjustment for Microsoft Enterprise Agreement Costs – (\$27,187). Microsoft Enterprise Agreement costs were originally projected at \$219 per license but were renegotiated down to \$192 for the duration of the six year agreement. This proposal adjusts the budget accordingly.

Technical Adjustments

Central Rate Adjustment – (\$7,576). This series of adjustments captures the net effect of countywide charges and results in a \$7,576 reduction in charges to DES Equipment Replacement. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executive's commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

5461/0023
DES IT Equipment Replacement Fund/DES Equipment Replacement

	2008 Actual ¹	2009 Adopted	2009 Estimated ²	2010 Proposed	2011 Projected ³	2012 Projected ³
Beginning Fund Balance	\$ 1,149,138	\$ 1,015,477	\$ 1,285,821	\$ 1,148,746	\$ 1,031,437	\$ 961,309
Revenues						
* PC replacement contributions	379,050	332,330	100,000	568,165	596,573	626,402
* Interest earnings ⁶	30,571	28,784	31,047	25,000	25,400	25,984
Total Revenues	409,621	361,114	131,047	593,165	621,973	652,386
Expenditures						
* PC or Thin Client equipment purchases	(78,474)	(521,725)	(219,249)	(439,673)	(461,657)	(484,739)
* Financial Mgmt Charges	(21,255)	(20,534)	(20,534)	(18,869)	(19,812)	(20,803)
* 20% server contingency	-	(31,047)	(31,047)	(59,900)	(18,600)	(30,400)
* Microsoft EA purchases				(192,032)	(192,032)	(192,032)
Total Expenditures	(99,729)	(573,306)	(270,830)	(710,474)	(692,101)	(727,975)
Estimated Underexpenditures		-	2,708	-	-	-
Other Fund Transactions						
* Transfer to OIRM (Remove ITS from ERP)	(173,209)					
Total Other Fund Transactions	(173,209)			-	-	-
Ending Fund Balance	1,285,821	803,285	1,148,746	1,031,437	961,309	885,721
Reserves & Designations						
*Reserve for future replacement ⁵	(1,280,835)	(774,620)	(1,135,205)	(995,913)	(926,704)	(849,322)
Total Reserves & Designations	(1,280,835)	(774,620)	(1,135,205)	(995,913)	(926,704)	(849,322)
Ending Undesignated Fund Balance	\$ 4,986	\$ 28,665	\$ 13,542	\$ 35,524	\$ 34,605	\$ 36,399
Target Fund Balance ⁴	\$ 4,986	\$ 28,665	\$ 13,542	\$ 35,524	\$ 34,605	\$ 36,399

Financial Plan Notes:

¹ 2008 Actuals are from the 14th Month ARMS/IBIS.

² 2009 Estimated is based on June 2009 revised estimate and CIO PC spending restrictions

³ 2010 and 2011 Projected are based on 5% inflation factor (Exception - servers are actual 20% contingency)

⁴ Target fund balance is based on 5% of expenditures

⁵ Reserve is target fund balance minus annual ending balance

⁶ Interest earnings for 2011 and out years is based on the OMB interest earnings forecast.

**2010 Proposed Budget for Facilities Management Internal
Service 5511/0601**

Code	Item Description	Expenditures	FTEs *	TLTs
Program Area				
GG				
	2009 Adopted	47,136,265	345.51	0.50
	Status Quo**	1,480,629	(14.00)	0.00
	Status Quo Budget	48,616,894	331.51	0.50
	Contra Add Back	0		
Enhanced Policy Support				
RB06	KCCF Security Electronics	397,250	0.00	0.00
RB11	NPDES Compliance Program Development	150,000	0.00	0.00
		547,250	0.00	0.00
Improved Service Delivery				
RB04	KC Airport Custodial Staffing	97,641	1.50	0.00
RB09	Equipment Upgrade for Snow And Ice Removal	68,972	0.00	0.00
RB10	Project Mgmt Tracking Software System and DBA	309,373	1.00	0.00
		475,986	2.50	0.00
Increased Efficiencies/Reduced Costs				
TA01	Elimination of Contingency Reserve	(32,062)	0.00	0.00
		(32,062)	0.00	0.00
Operational Shutdown Savings				
CR45	Operational Shutdown Savings Contra	(807,735)	0.00	0.00
		(807,735)	0.00	0.00
Revenue Backed				
RB02	Print Shop Temp Help Conversion to FTE	0	2.00	0.00
RB03	Convert Homeless Shelter Security TLT to FTE	0	0.50	(0.50)
		0	2.50	(0.50)
Technical Adjustments				
TA50	Revenue Adjustment of (\$2,712,011)	0	0.00	0.00
CR01	Flexible Benefits	(195,708)	0.00	0.00
CR05	General Fund Overhead Cost Allocation	(630,147)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(2,128)	0.00	0.00
CR08	Technology Services Infrastructure Charge	1,266	0.00	0.00
CR10	Office of Information Resource Mgmt Ops Charge/Rebate	(30,971)	0.00	0.00
CR11	Telecommunications Services	(101,908)	0.00	0.00
CR12	Telecommunications Overhead	(8,652)	0.00	0.00
CR13	Motor Pool Usage Charge	35,531	0.00	0.00
CR15	Insurance Charges	4,416	0.00	0.00
CR16	Radio Access	58	0.00	0.00
CR17	Radio Maintenance	631	0.00	0.00
CR18	Radio Direct Charges	3,654	0.00	0.00
CR19	Radio Reserve Program	460	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(24,659)	0.00	0.00
CR21	Debt Service Adjustment	(59,368)	0.00	0.00
CR22	Long Term Leases	(17,123)	0.00	0.00
CR25	Financial Services Charge	23,736	0.00	0.00
CR26	Retirement Rate Adjustment	(533,389)	0.00	0.00
CR27	Industrial Insurance Rate Adjustment	(19,297)	0.00	0.00
CR28	Equipment Repair and Replacement	(3,667)	0.00	0.00
CR29	Wastewater Vehicles	(674)	0.00	0.00
CR30	Printing Loan Recovery	(723)	0.00	0.00

Facilities Management Internal Service

**2010 Proposed Budget for Facilities Management Internal
Service 5511/0601**

Code	Item	Description	Expenditures	FTEs *	TLTs
CR36		Property Services Lease Administration Fee	276	0.00	0.00
CR38		Major Maintenance Repair Fund	3,595	0.00	0.00
CR40		Merit Adjustment	(12,278)	0.00	0.00
CR46		Countywide Strategic Technology Projects	(55,621)	0.00	0.00
			(1,622,690)	0.00	0.00
Total Change Items in 2010			(1,439,251)	5.00	(0.50)
2010 Proposed Budget			47,177,643	336.51	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Facilities Management Internal Service Fund

The total 2010 Executive Proposed Budget for the Facilities Management Division (FMD) Internal Service Fund is \$47,177,643 and includes funding for 336.51 FTEs.

Increased Efficiencies/Reduced Costs

Elimination of Contingency Reserve – (\$32,062). A reduction in contingency reserve is proposed.

Enhanced Policy Support

King County Correctional Facilities Security Electronics – \$397,250. This proposal provides a professional service contract for the recently completed Integrated Security Project. The professional service contract will provide 24/7 support to maintain the software and computer systems, train staff, and develop a maintenance schedule to ensure the system is properly functioning. In addition, this request will provide funding to purchase critical electronic spare parts that can be stored on site in case of a failure of a critical component.

NPDES Compliance Program Development – \$150,000. This proposal provides loan-in labor funds to fund a position to assist with Stormwater Management Program (SWMP) development and refinement. The most significant sites will be: the MARR lot, the Youth Services Center, and the Fleet Maintenance Facility. The National Pollutant Discharge Elimination System (NPDES) permit regulates King County as the owner and operator of a municipal separate storm sewer system, and requires a programmatic approach to improving stormwater management with requirements encompassing a broad range of management practices and actions.

Improved Service Delivery

King County Airport Custodial Staffing – \$97,641 / 1.50 FTE. This proposal reinstates 1.50 FTE custodians to clean the various facilities at the King County International Airport, enabling Building Services to assign dedicated staff to the Airport and provide Class A service levels as requested by the tenant.

Equipment Upgrade for Snow and Ice Removal – \$68,972. This proposal replaces one vehicle according to schedule and upgrades it to a four-wheel drive three quarter ton pickup equipped with a detachable snow plow. The pickup will be used by trades staff throughout the year, and will also be available during the winter months for snow and ice removal from the FMD managed building parking lots.

Project Management Tracking Software and Database Administrator – \$309,373 / 1.00 FTE. This proposal funds a dedicated database administrator who will also act as a trainer during the implementation of the project management software program. The proposal also includes costs for hosting and maintenance fees, as well as the one-time cost for implementation of the new software with Oracle for the ABT program.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$807,735). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming

weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Revenue Backed

Print Shop Temp Help Conversion to FTE – 2.00 FTE - This proposal converts two temporary positions into regular fulltime positions. Effective January 1, 2010, the Printshop will be transitioned to a new business model and the FMD will have demonstrated the economical viability of the Printshop. Accordingly, the Printshop will have an ongoing body of work that will require staffing with regular fulltime positions.

Convert Homeless Shelter Security TLT to FTE – 0.50 FTE / (0.50) TLT - This proposal acknowledges that staffing the Winter Homeless Shelter is an ongoing body of work and converts the .50 Security Officer that staffs the function from term-limited status to a regular intermittent fulltime position.

Technical Adjustment

Central Rates – (\$1,622,690). This series of adjustments captures the net effect of countywide charges and results in a \$1,622,690 reduction in charges to the Facilities Internal Service Fund. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executives commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

Information Technology (IT) and Major Maintenance Facility Capital Projects

These IT projects are budgeted separately in Capital Fund 3771 and the major maintenance project are in Capital Fund 3421. The project descriptions are included here to provide a full representation of budget changes related to DES FMD.

DES FMD Construction PM System – \$194,000. This IT project will acquire and implement a commercial off the shelf (COTS) construction project management system that will provide a centralized, web-based platform to manage and improve the construction of FMD capital projects. Facilities Management Division (FMD)'s Capital Planning and Development (CPD) section currently uses a variety of different tools to manage Capital Improvement Projects (CIP projects) and track performance measures of the section. The typical project load is 200 to 300 projects per year, with a combined budget ranging from \$60 to \$80 million. This work is managed by 16 to 18 project managers. Due to the volume of projects, multiple desktop applications, and management styles of individual project managers, FMD has recognized a need for improvement in several areas. Implementation of a project management system will allow FMD to realize improvements in efficiency, transparency, accountability, and risk management of capital projects. This appropriation will fund the purchase and implementation of the COTS construction project management system.

Major Maintenance Program – \$10,286,106. The Major Maintenance program managed by the FMD provides funding for the periodic replacement and repair of county-owned building systems and components in 35 buildings maintained by FMD. The infrastructure categories include heating, ventilation and air conditioning (HVAC), plumbing, electrical, and interior and exterior finishes. Of the 38 projects totaling \$10.3 million, the restoration of \$1.3 million of budget

authority for the Youth – Spruce Communications and Security project is the largest project budget request. The project amounts are categorized by program as follows:

- Law, Safety and Justice: \$7.6 million for 25 projects at the Courthouse, the King County Correctional Facility, the Maleng Regional Justice Center, and District Courts.
- General Government: \$1.6 million for 9 projects at the Yesler Building, the Administration Building, and the Records Warehouse.
- Health and Human Services: \$1.0 million for 4 projects at the Public Health Clinics.

In a soon to be completed proviso report regarding carryover budget authority levels, the Facilities Management Division is setting project delivery performance targets that will serve to reduce Major Maintenance carryover budget. In this expenditure model, the 30% of the project budget authority will be used in year one, 60% in year two and the remaining 10% in year three. For a set of projects approved in a year this sequencing will, on average, constitute design and procurement in year one, construction in year two and an allowance for complex projects with potential permitting issues to be completed in year three. The actual expenditure rate for each project will vary according to project complexity; however, the Major Maintenance financial plan will rely on the annual average percentages listed above. Carryover budget from 2009 to 2010 will have a slightly faster expenditure rate in the first year.

The 2010 Executive Proposed Budget marks the second year wherein the major maintenance model is not fully funded. Following a \$5.6 million reduction in 2009, the 2010 General Fund contribution is approximately \$4.5 million less than the trend established prior to 2009. Bond financing is proposed to restore \$3 of the \$4.5 million in 2010.

**2010 Proposed Budget for Real Estate Services
0010/0440**

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	3,581,541	28.00	0.00
		Status Quo**	299,357	0.00	0.00
		Status Quo Budget	3,880,898	28.00	0.00
Contra Add Back			0		
Annexations/Incorporations					
AX04		North Highline Annexation	(16,183)	0.00	0.00
			(16,183)	0.00	0.00
Infrastructure Improvement Needs					
TA01		Permit Integration Project	90,000	0.00	0.00
			90,000	0.00	0.00
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(102,896)	0.00	0.00
			(102,896)	0.00	0.00
Technical Adjustments					
TA50		Revenue Adjustment of \$429,758	0	0.00	0.00
CR01		Flexible Benefits	(15,792)	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	(113,835)	0.00	0.00
CR08		Technology Services Infrastructure Charge	1,357	0.00	0.00
CR09		Geographic Information Systems Charge	(1,035)	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(2,206)	0.00	0.00
CR11		Telecommunications Services	13,305	0.00	0.00
CR12		Telecommunications Overhead	5,915	0.00	0.00
CR13		Motor Pool Usage Charge	(1,754)	0.00	0.00
CR16		Radio Access	(13)	0.00	0.00
CR17		Radio Maintenance	10	0.00	0.00
CR23		Facilities Management Custodial Charges	(16,418)	0.00	0.00
CR25		Financial Services Charge	(9,625)	0.00	0.00
CR26		Retirement Rate Adjustment	(61,480)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(404)	0.00	0.00
CR37		Facilities Management Strategic Initiative	148	0.00	0.00
CR39		COLA Adjustment	(1,231)	0.00	0.00
CR40		Merit Adjustment	(1,502)	0.00	0.00
CR44		DES LAN Administration Costs	58,131	0.00	0.00
			(146,429)	0.00	0.00
Total Change Items in 2010			(175,508)	0.00	0.00
2010 Proposed Budget			3,705,390	28.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Real Estate Services

Real Estate Services

The total 2010 Executive Proposed Budget for Real Estate Services (RES) is \$3,705,390 and provides funding for 28.00 FTEs.

Annexations/Incorporations

North Highline Annexation – (\$16,183). On August 18, 2009, the residents of the southern portion of North Highline voted to annex to the City of Burien. The annexation is expected to be effective March 2, 2010. Because responsibility for providing local services to the approximately 14,350 residents of the area will shift to Burien, King County will experience savings across multiple agencies. The annexation will result in an allocated reduction of \$16,183 for the RES for the last ten months of 2010.

Infrastructure Improvement Needs

Permit Integration Project – \$90,000. In 2009, OMB incorporated \$126,000 per year into the 2009 Cost Recovery Analysis for Real Estate Services Fees and Permits to cover RES' portion of the Permit Integration Project. The total cost to RES has been spread over three years at \$90,000 per year. The RES request adds the expenditure authority to transfer funds to the capital project for Permit Integration.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (102,896). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Technical Adjustments

Central Rates – (\$146,429). This series of adjustments captures the net effect of countywide charges and results in a \$146,429 reduction in charges to the RES. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executives commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

**2010 Proposed Budget for Finance and Business
Operations 5450/0138**

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	31,562,374	208.05	0.00
		Status Quo**	2,163,606	0.00	0.00
		Status Quo Budget	33,725,980	208.05	0.00
Contra Add Back			0		
Changes in Administrative Needs					
DS09		Reduction Related to Implementation of Smart Card	(58,147)	(0.75)	0.00
			(58,147)	(0.75)	0.00
Expanded Service Delivery					
RB01		Increase Staff Hours for the Employee Giving Program	119	0.20	0.00
RB02		Increase Staffing for Reprocessing Capacity Charge Payments	39,596	0.00	0.50
			39,715	0.20	0.50
Improved Service Delivery					
DS06		Transition Equal Benefits Program	(44,587)	(0.50)	0.00
CS09		Anticipated Efficiencies from ABT Implementation	(278,893)	(2.50)	0.00
			(323,480)	(3.00)	0.00
Increased Efficiencies/Reduced Costs					
AS01		Director's Office - Reduction in Salary and Wage Contingency	(71,230)	0.00	0.00
AS02		Salary Savings from ABT Backfills (Director's Office)	(47,700)	0.00	0.00
AS03		Reduce O&M Budget (Treasury)	(44,784)	0.00	0.00
AS04		Reduce Administrative Support (Procurement)	(67,492)	(1.00)	0.00
AS05		Salary Savings from ABT Backfills (Financial Management)	(50,000)	0.00	0.00
AS06		Reduce Overtime Budget	(42,925)	0.00	0.00
AS07		Reduce O&M Budget (Financial Mgmt)	(30,000)	0.00	0.00
AS08		Eliminate a Vacant PPMIV	(107,447)	(1.00)	0.00
AS09		Reduce Temp and O&M Budget (BPROS)	(41,367)	0.00	0.00
DS01		Eliminate a Vacant Revenue Officer	(78,714)	(1.00)	0.00
DS02		Reduce a Customer Services Specialist	(48,777)	(1.00)	0.00
DS04		Eliminate a Vacant BFOIII	(105,279)	(1.00)	0.00
DS07		Reduce an Assistant Buyer	(86,476)	(1.00)	0.00
			(822,191)	(6.00)	0.00
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(641,383)	0.00	0.00
			(641,383)	0.00	0.00
Technical Adjustments					
TA50		Revenue Adjustment	0	0.00	0.00
CR01		Flexible Benefits	(118,440)	0.00	0.00
CR05		General Fund Overhead Cost Allocation	(64,938)	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	(657,139)	0.00	0.00
CR08		Technology Services Infrastructure Charge	984	0.00	0.00
CR09		Geographic Information Systems Charge	5,241	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(21,914)	0.00	0.00
CR11		Telecommunications Services	(3,004)	0.00	0.00
CR12		Telecommunications Overhead	(8,437)	0.00	0.00
CR13		Motor Pool Usage Charge	(11,403)	0.00	0.00
CR14		Facilities Management Space Charge	(81,119)	0.00	0.00
CR15		Insurance Charges	(796)	0.00	0.00
CR20		Prosecuting Attorney Civil Division Charge	(40,303)	0.00	0.00

Finance and Business Operations

**2010 Proposed Budget for Finance and Business
Operations 5450/0138**

Code	Item	Description	Expenditures	FTEs *	TLTs
CR21		Debt Service Adjustment	(45,025)	0.00	0.00
CR22		Long Term Leases	(60,323)	0.00	0.00
CR26		Retirement Rate Adjustment	(402,429)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(1,908)	0.00	0.00
CR30		Printing Loan Recovery	(11,449)	0.00	0.00
CR36		Property Services Lease Administration Fee	945	0.00	0.00
CR37		Facilities Management Strategic Initiative	928	0.00	0.00
CR38		Major Maintenance Repair Fund	(1,461)	0.00	0.00
CR39		COLA Adjustment	(21,420)	0.00	0.00
CR40		Merit Adjustment	(9,687)	0.00	0.00
CR46		Countywide Strategic Technology Projects	(34,933)	0.00	0.00
			(1,588,030)	0.00	0.00
Total Change Items in 2010			(3,393,516)	(9.55)	0.50
2010 Proposed Budget			30,332,464	198.50	0.50

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Finance and Business Operations Division (FBOD) – Internal Service Fund

The total 2010 Executive Proposed Budget for Finance Internal Service Fund is \$30,332,464 with 198.50 FTEs and 0.50 TLTs.

Changes in Administrative Needs

Reduction Related to Implementation of Smart Card – (\$58,147) / (0.75) FTE. This proposal reflects changes in business processes resulting from the implementation of the regional Smart Card transit pass program, resulting in reduction of associated Accounts Receivable staffing. This reduction eliminates the remainder of a position reduced by .25 FTE in the 2009 budget.

Expanded Service Delivery

Increase Staff Hours for Employees Giving Program – \$119 / 0.20 FTE. This proposal increases the existing position supporting the Employee Giving Program from 0.80 FTE to 1.00 FTE. The Employee Giving Program Campaign Committee has requested the increase in order to effectively staff the Charitable Contributions Campaign.

Increase Staffing for Reprocessing Capacity Charge Payments – \$39,956 / 0.50 TLT. The Wastewater Division requests that FBOD augment resources to cover the workload of manually reconciling online capacity charge bill payments with invoice information.

Improved Service Delivery

Transition Equal Benefits Program – (\$44,587) / (0.50) FTE. This proposal reduces the existing Program Coordinator position to a half-time position. The remaining half-time position will work with county agencies and other procurement staff to fully transition the Equal Benefits program functions to department staff.

Anticipated Efficiencies from ABT Implementation – (\$278,893) / (2.50) FTE. This proposal reflects anticipated cost savings from ABT implementation. It reduces a vacant fiscal specialist in Accounts Receivable, reduces a vacant Accountant position, and reduces a vacant Journey Application Developer. In addition, it reduces data entry staffing to a permanent level of four and proposes to initiate online pay advices and warrants via the PeopleSoft self service system for all employees with a King County work computer.

Increased Efficiencies/ Reduced Costs

Director's Office – Reduction in Salary and Wage Contingency – (\$71,230). This proposal reduces the salary and wage contingency line in the director's office budget.

Salary Savings from ABT Backfills (Director's Office) – (\$47,700). This one-time change reflects salary savings from backfilling the Accountable Business Transformation (ABT) project with division FTEs. Some of the positions are backfilled with term-limited staff in order to continue operations, but at a lower cost because of the tenure and expertise of the staff loaned to the ABT project.

Reduce O&M Budget (Treasury) – (\$44,784). This proposal recognizes \$21,784 in postage savings from enhancement of the property tax web page and an anticipated reduction of \$23,000 in annual maintenance cost for investment software.

Reduce Administrative Support (Procurement) – (\$67,492) / (1.00) FTE. This proposal eliminates a vacant Administrative Specialist position in the Procurement and Contract Services Section.

Salary Savings from ABT Backfills (Financial Management) – (\$50,000). This one-time change reflects salary savings from backfilling the ABT project with division FTEs. Some of the

positions are backfilled with term-limited staff in order to continue operations, but at a lower cost because of the tenure and expertise of the staff loaned to the ABT project.

Reduce Overtime Budget – (\$42,925). This proposal reduces overtime budgets to achieve cost savings and realizes the savings from streamlining of business processes.

Reduce O&M Budget (Financial Management) – (\$30,000). This proposal reduces the division's goods and services budget to achieve cost savings.

Eliminate a Vacant PPMIV – (\$107,447) / (1.00) FTE. This proposal reduces a Finance Supervisor position in Benefits Payroll and Retirement Operations (BPROS) that has been held vacant in anticipation of budget reductions.

Reduce Temp and O&M Budget (BPROS) – (\$41,367). This proposal reduces the short term temporary account line and various operations and maintenance costs in BPROS.

Eliminate a Vacant Revenue Officer – (\$78,714) / (1.00) FTE. This proposal eliminates a position in the Property Tax Services team, which was dedicated to collecting delinquent personal property tax accounts.

Reduce a Customer Services Specialist – (\$48,777) / (1.00) FTE. This proposal reduces one of three Customer Service Specialist II positions in the property tax unit, which responds to taxpayers' phone and in-person inquiries, and adds temporary resources during the peak tax season to cover spikes in the intermittent workload.

Eliminate a Vacant BFOIII – (\$105,279) / (1.00) FTE. This adjustment shifts the job functions of credit analysis and investment backup to the Senior Debt Analyst for the Investment Pool. The analyst will split time equally between investment and debt functions.

Reduce an Assistant Buyer – (\$86,476) / (1.00) FTE. This proposal eliminates a an Assistant Buyer position in the Cooperative Purchasing Program.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$641,383). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Technical Adjustments

Central Rates – (\$1,588,030). This series of adjustments captures the net effect of countywide charges and results in a \$1,588,030 reduction in charges to FBOD. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executive's commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

Finance and Business Operations Division / 5450

	2008 Actual ¹	2009 Adopted	2009 Estimated ²	2010 Proposed	2011 Projected ³	2012 Projected ³
Beginning Fund Balance	\$ 3,496,810	\$ 1,832,534	\$ 3,766,913	\$ 4,984,831	\$ 4,262,765	\$ 3,147,850
Revenues						
* Operating Revenues						
- GF Rates	7,437,551	7,703,240	7,780,659	7,391,234	7,539,059	7,689,840
- GF 2008 True-up & 2009-2010 Rebate ⁴	(54,438)			291,421	(116,598)	(202,792)
- Non-GF Rates	21,654,246	21,990,369	21,946,080	21,445,910	21,874,828	22,312,325
- Non-GF 2008 True-up & 2009-2010 Rebate ⁴	(166,950)			(2,471,908)	(349,795)	(608,377)
- Other Revenue	1,832,178	2,157,210	2,070,535	2,405,592	2,453,704	2,502,778
* Interest Income	153,355	169,200	122,400	101,500	112,000	161,000
Total Revenues	30,855,942	32,020,019	31,919,674	29,163,749	31,513,198	31,854,774
Expenditures						
* Operating Expenditures - Salaries & Benefits	(19,157,904)	(20,088,914)	(19,005,418)	(19,932,903)	(21,537,736)	(22,830,000)
* Operating Expenditures - O&M	(11,427,935)	(11,473,460)	(11,295,496)	(11,040,944)	(11,592,991)	(11,940,781)
* Encumbrance Carryovers			(240,842)			
* Estimated Operational Shutdown Savings				641,383		
Total Expenditures	(30,585,839)	(31,562,374)	(30,541,756)	(30,332,464)	(33,130,727)	(34,770,781)
Estimated Underexpenditures ⁵		631,247	-	606,649	662,615	695,416
Other Fund Transactions						
* PC Replacement ⁶			(160,000)	(160,000)	(160,000)	(160,000)
Total Other Fund Transactions	-	-	(160,000)	(160,000)	(160,000)	(160,000)
Ending Fund Balance	3,766,913	2,921,426	4,984,831	4,262,765	3,147,850	767,258
Reserves & Designations						
* Reserved for Encumbrances/Carryovers	(240,842)					
* Reserved for PC Replacement ⁷	(160,000)	(320,000)				
* Reserved for Equipment Replacement ⁸	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	
* Rate Stabilization Reserve ⁹	(1,948,495)	(1,173,493)	(3,568,578)	(2,852,791)	(1,653,929)	
Total Reserves & Designations	(2,849,337)	(1,993,493)	(4,068,578)	(3,352,791)	(2,153,929)	-
Ending Undesignated Fund Balance	\$ 917,576	\$ 927,933	\$ 916,253	\$ 909,974	\$ 993,921	\$ 767,258
Target Fund Balance ¹⁰	\$ 917,575	\$ 946,871	\$ 916,253	\$ 909,974	\$ 993,922	\$ 1,043,123

Financial Plan Notes:

¹ 2008 Actuals are from IBIS 14th month.

² 2009 Estimated is based 2009 Adopted levels and any known revisions in anticipated expenditures as of the July financial report.

³ 2011 and 2012 Projected are based on general fund and non-general fund rate revenue growth at 2% annually; other revenue growth at 2%; salary expenditure growth at 6% in 2011 and in 2012; benefits expenditure growth at 11% in 2011 and in 2012; retirement rate at 6.9% in 2011 and 8.86% in 2012; O&M expenditure growth at 5% in 2011 and 3% in 2012.

⁴ The 2010 Finance rate includes a rebate of \$2.2 million. The rebate is a reconciliation of 2008 actual cost of services with service levels provided to agencies, an advanced rebate from projected 2009 savings, and 2010 one-time cost savings. 2011 and 2012 rebates assumes true-up for the prior year actuals.

⁵ Estimated underexpenditure is 2% of total expenditures.

⁶ PC replacement cost is \$160K in each year out of the fund balance.

⁷ PC replacement is moved to Other Fund Transactions to better represent it in financial plan.

⁸ Equipment replacement reserve is constant for 2010 through 2012.

⁹ Rate stabilization reserve is drawn down to mitigate central rate increase and to provide rebate to true-up for the actuals in future years.

¹⁰ Target Fund Balance is equal to 3% of the sum of total expenditures and underexpenditure.

2010 Proposed Budget for Finance - GF 0010/0150

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	3,542,050	0.00	0.00
		Status Quo**	(239,716)	0.00	0.00
		Status Quo Budget	3,302,334	0.00	0.00
		Contra Add Back	310,557		
Annexations/Incorporations					
AX04		North Highline Annexation - (\$1,358,296) Revenue	0	0.00	0.00
			0	0.00	0.00
Technical Adjustments					
TA50		Revenue Adjustment	0	0.00	0.00
CR25		Financial Services Charge	290,107	0.00	0.00
			290,107	0.00	0.00
		Total Change Items in 2010	290,107	0.00	0.00
		2010 Proposed Budget	3,902,998	0.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Finance – General Fund (GF)

The total 2010 Executive Proposed Budget for Finance - GF is 3,902,998.

Annexations/Incorporations

North Highline Annexation – (\$1,358,296) Revenue. On August 18, 2009, the residents of the southern portion of North Highline voted to annex to the City of Burien. The annexation is expected to be effective March 2, 2010. Because responsibility for providing local services to the approximately 14,350 residents of the area will shift to Burien, King County will experience savings across multiple agencies. The annexation will result in a reduction of \$1,358,296 in General Fund revenues collected by the Treasury division for the last ten months of 2010.

Technical Adjustments

Central Rate Adjustment – \$290,107. The Financial Services Charge to the Finance –GF appropriation unit represents the change in the cost of Treasury Services charged to the General Fund for the collection of property taxes and other General Fund revenues.

2010 Proposed Budget for Human Resources Management 0010/0420

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	9,253,527	62.50	1.50
		Status Quo**	135,193	0.00	0.00
		Status Quo Budget	9,388,720	62.50	1.50
		Contra Add Back	277,740		
Annexations/Incorporations					
AX04		North Highline Annexation	(13,962)	0.00	0.00
			(13,962)	0.00	0.00
Increased Efficiencies/Reduced Costs					
AS02		Reduction In Career Support Services	(127,824)	0.00	(1.00)
			(127,824)	0.00	(1.00)
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(233,196)	0.00	0.00
			(233,196)	0.00	0.00
Service Delivery Change/Reduced Costs					
AS01		Reduction In Training And Organizational Development	(690,442)	(3.00)	(0.50)
			(690,442)	(3.00)	(0.50)
Technical Adjustments					
CR01		Flexible Benefits	(36,378)	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	(63,686)	0.00	0.00
CR08		Technology Services Infrastructure Charge	(2,153)	0.00	0.00
CR09		Geographic Information Systems Charge	(20)	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(8,361)	0.00	0.00
CR11		Telecommunications Services	(381)	0.00	0.00
CR12		Telecommunications Overhead	(3,407)	0.00	0.00
CR13		Motor Pool Usage Charge	2,914	0.00	0.00
CR14		Facilities Management Space Charge	(13,960)	0.00	0.00
CR22		Long Term Leases	38,792	0.00	0.00
CR25		Financial Services Charge	(14,022)	0.00	0.00
CR26		Retirement Rate Adjustment	(155,538)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(577)	0.00	0.00
CR35		Underexpenditure Contra	16,186	0.00	0.00
CR36		Property Services Lease Administration Fee	653	0.00	0.00
CR37		Facilities Management Strategic Initiative	253	0.00	0.00
CR39		COLA Adjustment	(11,983)	0.00	0.00
CR40		Merit Adjustment	(3,796)	0.00	0.00
			(255,464)	0.00	0.00
		Total Change Items in 2010	(1,320,888)	(3.00)	(1.50)
		2010 Proposed Budget	8,345,572	59.50	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Human Resources Management

Human Resources Division (HRD)

The total 2010 Executive Proposed Budget for the Human Resources Division (HRD) is \$8,345,572 and provides funding for 59.50 FTEs.

Annexations/Incorporations

North Highline Annexation – (\$13,962). On August 18, 2009, the residents of the southern portion of North Highline voted to annex to the City of Burien. The annexation is expected to be effective March 2, 2010. Because responsibility for providing local services to the approximately 14,350 residents of the area will shift to Burien, King County will experience savings across multiple agencies. The annexation will result in an allocated reduction of \$13,962 for the HRD for the last ten months of 2010.

Increased Efficiencies/ Reduced Costs

Reduction in Career Support Services – (\$127,824) / (1.00) TLT. This proposal eliminates one term limited Project Program Manager III position in Career Support Services after January 31, 2010. The position was used to assist Career Support Services with the increase in placements of laid-off King County career service employees in 2009. Career Support Services will continue to provide services with existing staff. The proposal also reduces several accounts within the Alternative Dispute Resolution Center by \$11,000 and several accounts within Career Support Services by \$17,750. Accounts to be reduced include supplies, travel and furniture.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$233,196). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Service Delivery Change/Reduced Costs

Reduction in Training and Organizational Development – (\$690,442) / (3.00) FTEs / (0.50) TLT. This proposal completely reconfigures the Training and Organizational Development (T&OD) program by eliminating the supervisor, two staff, and the operations and maintenance accounts for the program. In its place HRD will utilize its remaining resources to present a substantially reduced supervisory education and orientation program.

Technical Adjustments

Central Rates – (\$255,464). This series of adjustments captures the net effect of countywide charges and results in a \$255,464 reduction in charges to the HRD. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executives commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

2010 Proposed Budget for Employee Benefits 5500/0429

Code	Item Description	Expenditures	FTEs *	TLTs
Program Area				
GG				
	2009 Adopted	213,734,316	12.00	1.00
	Status Quo**	16,513,447	0.00	0.00
	Status Quo Budget	230,247,763	12.00	1.00
Contra Add Back		0		
Increased Efficiencies/Reduced Costs				
AS01	Health Reform Initiative Program Reductions	(680,000)	0.00	0.00
AS02	Health Reform Initiative DES And OMB Support	(88,842)	0.00	0.00
AS03	Reduce EAP Program Support	(10,000)	0.00	0.00
PC01	Health Reform Initiative Program Program Director	0	1.00	(1.00)
		(778,842)	1.00	(1.00)
Operational Shutdown Savings				
CR45	Operational Shutdown Savings Contra	(50,201)	0.00	0.00
		(50,201)	0.00	0.00
Technical Adjustments				
TA01	Adjustment to Expenditures Based on Actuarial Projections	(7,647,226)	0.00	0.00
TA50	Revenue Adjustment	0	0.00	0.00
CR01	Flexible Benefits	(7,332)	0.00	0.00
CR05	General Fund Overhead Cost Allocation	12,591	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	50	0.00	0.00
CR08	Technology Services Infrastructure Charge	835	0.00	0.00
CR09	Geographic Information Systems Charge	2	0.00	0.00
CR10	Office of Information Resource Mgmt Ops Charge/Rebate	(1,023)	0.00	0.00
CR11	Telecommunications Services	(50)	0.00	0.00
CR12	Telecommunications Overhead	(431)	0.00	0.00
CR13	Motor Pool Usage Charge	(1,632)	0.00	0.00
CR14	Facilities Management Space Charge	(5,090)	0.00	0.00
CR15	Insurance Charges	(2,530)	0.00	0.00
CR25	Financial Services Charge	(9,600)	0.00	0.00
CR26	Retirement Rate Adjustment	(30,122)	0.00	0.00
CR27	Industrial Insurance Rate Adjustment	(117)	0.00	0.00
CR30	Printing Loan Recovery	(29,156)	0.00	0.00
CR37	Facilities Management Strategic Initiative	69	0.00	0.00
CR39	COLA Adjustment	(603)	0.00	0.00
CR40	Merit Adjustment	(737)	0.00	0.00
CR46	Countywide Strategic Technology Projects	(2,183)	0.00	0.00
		(7,724,285)	0.00	0.00
Total Change Items in 2010		(8,553,328)	1.00	(1.00)
2010 Proposed Budget		221,694,435	13.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Employee Benefits

Employee Benefits

The total 2010 Executive Proposed Budget for the Employee Benefits Program is \$221,694,435 and provides funding for 13.00 FTEs.

Increased Efficiencies/Reduced Costs

Health Reform Initiative Program Reductions – (\$680,000). Employee Benefits has renegotiated the Health Reform Initiative (HRI) Healthy IncentiveSM vendor contract for wellness assessments and employee action plans resulting in savings of \$630,000. Additionally, Benefits proposes reducing its contribution to the Puget Sound Health Alliance from \$200,000 to \$150,000 for a total reduction of \$680,000.

Health Reform Initiative Program Reductions – (\$88,842). This proposal eliminates loan-in labor funds for one Executive Assistant I in the County Executive Office currently funded by the Employee Benefits fund through loan in labor. The Executive Assistant I provides communication support to the HRI.

Reduction to Employee Assistance Program Account – (\$10,000). This proposal reduces the printing budget for the Employee Assistance Program (EAP) to the appropriate level. Communication is now primarily done electronically, reducing the need for printed materials.

Health Reform Initiative Program – (1.00) TLT / 1.00 FTE. This proposal converts the current Health Reform Initiative Program Manager position from a TLT position into a permanent position and realigns the management responsibility for the existing EAP. The position will be funded by the benefits fund in light of the proposed elimination of the Training and Organizational Development (TOD) position in the Human Resources Division , who used to supervise the EAP staff.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$50,201). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Technical Adjustments

Adjustment of Claims Expenditures Based on Actuarial Projections – (\$7,647,226). This technical adjustment aligns the Employee Benefits claims and premium accounts to reflect the expenditure level estimated in the August actuarial projection for the 2010 budget.

Central Rates – (\$77,059). This series of adjustments captures the net effect of countywide charges and results in a \$77,059 reduction in charges to the Employee Benefits. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executives commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

[illegible]

**2010 Proposed Budget for Safety and Claims
Management 5420/0666**

Code	Item Description	Expenditures	FTEs *	TLTs
Program Area				
GG				
	2009 Adopted	34,463,555	29.00	0.00
	Status Quo**	1,497,391	0.00	0.00
	Status Quo Budget	35,960,946	29.00	0.00
Contra Add Back		0		
Operational Shutdown Savings				
CR45	Operational Shutdown Savings Contra	(98,277)	0.00	0.00
		(98,277)	0.00	0.00
Technical Adjustments				
CR01	Flexible Benefits	(16,356)	0.00	0.00
CR05	General Fund Overhead Cost Allocation	(3,502)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	111	0.00	0.00
CR08	Technology Services Infrastructure Charge	1,467	0.00	0.00
CR09	Geographic Information Systems Charge	(7)	0.00	0.00
CR10	Office of Information Resource Mgmt Ops Charge/Rebate	(2,284)	0.00	0.00
CR11	Telecommunications Services	(158)	0.00	0.00
CR12	Telecommunications Overhead	(16,138)	0.00	0.00
CR13	Motor Pool Usage Charge	(5,539)	0.00	0.00
CR14	Facilities Management Space Charge	(1,089)	0.00	0.00
CR15	Insurance Charges	(147,922)	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	39,823	0.00	0.00
CR25	Financial Services Charge	41,722	0.00	0.00
CR26	Retirement Rate Adjustment	(58,426)	0.00	0.00
CR27	Industrial Insurance Rate Adjustment	(409)	0.00	0.00
CR30	Printing Loan Recovery	(964)	0.00	0.00
CR37	Facilities Management Strategic Initiative	165	0.00	0.00
CR39	COLA Adjustment	(1,156)	0.00	0.00
CR40	Merit Adjustment	(1,410)	0.00	0.00
CR46	Countywide Strategic Technology Projects	(4,869)	0.00	0.00
		(176,941)	0.00	0.00
Total Change Items in 2010		(275,218)	0.00	0.00
2010 Proposed Budget		35,685,728	29.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Safety and Claims Management

The total 2010 Executive Proposed Budget for the Safety and Claims Management appropriation unit is \$35,685,728 and provides funding for 29.00 FTEs.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$98,277). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Technical Adjustments

Central Rates – (\$176,941). This series of adjustments captures the net effect of countywide charges and results in a \$176,941 reduction in charges to the Safety and Claims Management. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executives commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive’s strategy to address the General Fund deficit, and benefit all county agencies.

[illegible]

**2010 Proposed Budget for Records and Licensing Services
0010/0470**

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	13,046,715	118.83	2.00
		Status Quo**	(164,858)	0.00	0.00
		Status Quo Budget	12,881,857	118.83	2.00
Annexations/Incorporations					
		Contra Add Back	765,487		
AX04		North Highline Annexation	(9,277)	0.00	0.00
			(9,277)	0.00	0.00
Change in County Policy					
AS06		King County Information Line - GF Overhead Revenue \$64,609	0	0.00	0.00
AS07		RALS Division Overhead Allocation to Recorder's O&M - \$54,854 Revenue	0	0.00	0.00
			0	0.00	0.00
Increase in Cost of Services					
AS03		Taxi/For-Hire License Increase - \$67,000 Revenue	54,000	0.00	0.00
			54,000	0.00	0.00
Infrastructure Improvement Needs					
RB08		ERMS Operating Support - \$114,317 Revenue	90,434	0.00	0.00
			90,434	0.00	0.00
Legal Mandates					
AS05		Implementation of HB 2331 - Increased Fees on Recorded Documents - \$170,752 Revenue	0	0.00	0.00
			0	0.00	0.00
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(252,189)	0.00	0.00
			(252,189)	0.00	0.00
Service Delivery Change/Reduced Costs					
DS01		Animal Business License Inspection Alignment with KCPHC - (\$30,100) Revenue	0	0.00	0.00
DS02		Animal Control Program GF Subsidy Elimination	(1,545,937)	0.00	0.00
DS03		Animal Care and Control Transition - (\$1,623,956) Revenue	(1,623,956)	0.00	0.00
			(3,169,893)	0.00	0.00
Technical Adjustments					
TA02		Annualize 1.00 FTE per First Quarter Omnibus	0	1.00	0.00
TA03		Transfer Dedicated 2060 Administration Revenue to HOF (\$190,000)	0	0.00	0.00
TA50		Revenue Adjustment	0	0.00	0.00
CR01		Flexible Benefits	(69,090)	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	6,341	0.00	0.00
CR08		Technology Services Infrastructure Charge	(4,671)	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(9,168)	0.00	0.00
CR11		Telecommunications Services	20,378	0.00	0.00
CR12		Telecommunications Overhead	490	0.00	0.00
CR13		Motor Pool Usage Charge	(3,922)	0.00	0.00
CR14		Facilities Management Space Charge	(33,792)	0.00	0.00
CR16		Radio Access	(562)	0.00	0.00
CR17		Radio Maintenance	126	0.00	0.00

Records and Licensing Services

**2010 Proposed Budget for Records and Licensing Services
0010/0470**

Code	Item	Description	Expenditures	FTEs *	TLTs
CR18		Radio Direct Charges	(222)	0.00	0.00
CR22		Long Term Leases	(1,713)	0.00	0.00
CR25		Financial Services Charge	10,323	0.00	0.00
CR26		Retirement Rate Adjustment	(182,032)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(3,032)	0.00	0.00
CR35		Underexpenditure Contra	62,393	0.00	0.00
CR36		Property Services Lease Administration Fee	97	0.00	0.00
CR37		Facilities Management Strategic Initiative	381	0.00	0.00
CR39		COLA Adjustment	(2,683)	0.00	0.00
CR40		Merit Adjustment	(839)	0.00	0.00
CR44		DES LAN Administration Costs	87,196	0.00	0.00
			(124,001)	1.00	0.00
Total Change Items in 2010			(3,410,926)	1.00	0.00
2010 Proposed Budget			10,236,418	119.83	2.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Records and Licensing Services (RALS)

The 2010 Executive Proposed budget for Records and Licensing Services is \$10,236,418 and includes funding for 119.83 FTEs and 2.00 TLTs.

Annexations/Incorporations

North Highline Annexation – (\$9,277). On August 18, 2009, the residents of the southern portion of North Highline voted to annex to the City of Burien. The annexation is expected to be effective March 2, 2010. Because responsibility for providing local services to the approximately 14,350 residents of the area will shift to Burien, King County will experience savings across multiple agencies. The annexation will result in an allocated reduction of \$9,277 for RALS for the last ten months of 2010.

Change in County Policy

King County Information Line – \$64,609 Revenue. This change incorporates the King County information line costs in the 2010 central cost allocation model. The King County Information Line directs customers to King County agencies, and outside agencies as appropriate, to answer public inquiries.

RALS Division Overhead Allocation to Recorder's O&M – \$54,854 Revenue. This proposal recovers a portion of RALS administrative overhead from the Recorder's Operations and Maintenance fund.

Increase in Cost of Services

Taxi/For-Hire License Increase – \$54,000 / \$67,000 Revenue. This proposal implements a taxi/for-hire driver's license fee increase from \$75 to \$95 to directly offset the cost of driving record data and background checks. A \$15 rescheduling fee for licensing exams is also proposed in order to discourage no-show and gain efficiencies in administering exams.

Infrastructure Improvement Needs

ERMS Operating Support – \$90,434 / \$114,317 Revenue. This proposal reflects increased expenditures due to increased operational costs from the Electronic Records Management System (ERMS) project. The proposal includes an estimated \$114,317 to be recovered through the 2010 central cost allocation model. This proposal is in line with the division's objective to manage information and technology resources to improve services and information sharing.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$252,189). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Legal Mandate

Implementation of HB 2331 – Increase Fees on Recorded Documents – \$170,752 Revenue.

As a result of House Bill 2331, the Recorder's Office anticipates the collection of the stipulated two percent administrative portion of the \$20 increase on recorded documents, effective August 7, 2009.

Service Delivery Change/ Reduced Costs

Animal Business License Inspection Alignment with King County Public Health Centers (KCPHC) – (\$30,100) Revenue. This proposal transfers collection of licensing revenues to the Department of Public Health for business license inspections in unincorporated King County and all contract cities, consistent with the inspection work currently done in the City of Seattle.

Animal Control Program General Fund (GF) Subsidy Elimination – (\$1,545,937).

Animal Control Program Transition – (\$1,623,956) / (\$1,623,956) Revenue. These adjustments reduce the appropriation to Animal Care Control to fund approximately six months of operations in 2010 and eliminate the General Fund subsidy. In response to the significant fiscal challenges facing the county, combined with the operational challenges presented by the Green River Flood emergency, the 2010 King County Animal Care budget is reduced by \$1.5 million. This equals the subsidy amount historically provided by the GF fund to offset the shortfall from animal licensing and fees in unincorporated King County and its contracting cities. To that end, King County is no longer able to offer the same level of animal care and control services. To mitigate the budget shortfall and the risks posed by the Green River Flood emergency, King County Animal Care and Control is partnering with its contract cities and community organizations to transition to an alternative, fiscally sustainable business model as early as possible in 2010.

Technical Adjustment

Annualize 1.00 FTE per First Quarter Omnibus – 1.00 FTE. This adjusts for the 1.00 FTE approved in the first quarter omnibus ordinance of 2009, Ordinance 16564, passed during the preparation of the 2010 Executive Proposed Budget.

Transfer Dedicated 2060 Administration Revenue to HOF – (\$190,000) Revenue. This item transfers responsibility for the collection of low-income housing administrative fee revenue directly to the Housing Opportunity Fund.

Central Rates – (\$124,001). This series of adjustments captures the net effect of countywide charges and results in a \$124,001 reduction in charges to RALS. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executive's commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

Information Technology (IT) Capital Projects

These IT projects are budgeted separately in Capital Fund 3771 and are included here to provide a full representation of budget changes related to DES RALS.

DES RALS Electronic Records Management – \$656,426. This project will implement a central repository for the management and retention of public records, including long-term management of records considered archival. The project has completed pilot implementation in the Human Resources Division and has begun the countywide deployment. In addition to

supporting the countywide deployment, the Electronic Records Management (ERMS) Program will provide ongoing support for agencies as they are brought onto the system, introduce a physical records management component of the ERMS for the County Records Center, implement the ERMS for the management of the web records, continue the ongoing certification of the county's digital imaging systems storing public records (in accordance with WAC 434-663 and RCW 40.14), and provide ongoing education and guidance to county employees on the effective management of public records created or migrated into electronic format. This appropriation provides for the rollout of ERMS countywide by the end of 2010. This work includes implementation of the CORE categories common to all agencies and development of a retention schedule/category development for Capital Improvement Project records created and managed by DOT, DDES, and DNRP.

**2010 Proposed Budget for Recorder's Operation and
Maintenance 1090/0471**

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	3,349,683	8.50	2.00
		Status Quo**	(687,453)	0.00	0.00
		Status Quo Budget	2,662,230	8.50	2.00
Change in County Policy					
		Contra Add Back	0		
TA03		RALS Division Overhead Allocation to Recorder's O&M	54,854	0.00	0.00
			54,854	0.00	0.00
Infrastructure Improvement Needs					
TA01		ERMS Cost Estimate Alignment	100,300	0.00	0.00
			100,300	0.00	0.00
Maintenance in Investment Technology					
TA04		ERMS Maintenance Support	8,508	0.00	0.00
			8,508	0.00	0.00
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(28,951)	0.00	0.00
			(28,951)	0.00	0.00
Revenue Adjustment					
TA50		Revenue Adjustment	0	0.00	0.00
			0	0.00	0.00
Technical Adjustments					
CR01		Flexible Benefits	(5,922)	0.00	0.00
CR05		General Fund Overhead Cost Allocation	(7,002)	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	(7,134)	0.00	0.00
CR08		Technology Services Infrastructure Charge	907	0.00	0.00
CR09		Geographic Information Systems Charge	116	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(827)	0.00	0.00
CR11		Telecommunications Services	(3,846)	0.00	0.00
CR12		Telecommunications Overhead	(10,088)	0.00	0.00
CR14		Facilities Management Space Charge	(1,807)	0.00	0.00
CR25		Financial Services Charge	(1,125)	0.00	0.00
CR26		Retirement Rate Adjustment	(17,433)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(94)	0.00	0.00
CR37		Facilities Management Strategic Initiative	55	0.00	0.00
CR39		COLA Adjustment	(332)	0.00	0.00
CR40		Merit Adjustment	(406)	0.00	0.00
CR46		Countywide Strategic Technology Projects	(1,763)	0.00	0.00
			(56,701)	0.00	0.00
Total Change Items in 2010			78,010	0.00	0.00
2010 Proposed Budget			2,740,240	8.50	2.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Recorder's Operation and Maintenance

Recorder's Operation and Maintenance

The 2010 Executive Proposed Budget for the Recorder's Operation and Maintenance (O&M) Fund is \$2,740,240 and includes funding for 8.50 FTEs and 2.00 TLTs.

Change in County Policy

RALS Division Overhead Allocation to Recorder's O&M – \$54,854. This proposal provides funding to cover RALS administrative overhead cost that is attributable to providing administrative support to Recorder's Operations and Maintenance.

Infrastructure Improvement Needs

Electronic Records Management System (ERMS) Cost Estimate Alignment – \$100,300.

This proposal supports the rollout of the ERMS project for 2010 by adjusting for a revised estimate of costs. The project is responsible for countywide deployment of the county's electronic records management system and provides increased efficiency.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$28,951). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Maintenance in Investment Technology

ERMS Maintenance Support – \$8,508. This proposal reflects increased expenditures due to increased operational costs from the ERMS project. This proposal is in line with the division's objective to manage information and technology resources to improve services and information sharing.

Technical Adjustments

Central Rates – (\$56,701). This series of adjustments captures the net effect of countywide charges and results in a \$56,701 reduction in charges to the Recorder's O&M Fund. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executive's commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

Recorder's Operation & Maintenance / 1090

	2008 Actual ¹	2009 Adopted	2009 Estimated ²	2010 Proposed	2011 Projected ³	2012 Projected ³
Beginning Fund Balance	\$ 4,118,824	\$ 2,755,748	\$ 3,269,224	\$ 1,900,940	\$ 965,644	\$ 771,505
Revenues						
* Document Preservation	562,429	581,526	850,000	550,000	566,500	583,495
* Recording Fee Surcharge	1,027,306	1,283,651	1,100,000	1,100,000	1,133,000	1,166,990
* Investment Interest less Svc Fee	87,908	61,704	76,944	76,944	26,137	34,752
* REET Electronic Technology ⁴	99,506	104,311	77,000	77,000		
* Other Revenue	1,182	1,000	1,000	1,000	1,000	1,000
Total Revenues	1,778,331	2,032,192	2,104,944	1,804,944	1,726,637	1,786,237
Expenditures						
* Operating Expenditures	(1,177,281)	(1,898,971)	(1,927,371)	(2,003,655)	(1,778,209)	(1,808,485)
* Carryover			(168,565)			
* Equipment Replacement	(5,327)	(185,817)	(185,817)	(109,110)	(142,567)	(25,000)
* ERMS Project	(1,445,323)	(1,264,895)	(1,236,495)	(656,426)		
* Operational Shutdown Savings 2010 ⁵				28,951		
* 2009 Disappropriation ⁶			9,838			
Total Expenditures	(2,627,931)	(3,349,683)	(3,508,410)	(2,740,240)	(1,920,776)	(1,833,485)
Estimated Underexpenditures		33,497	35,182			
Other Fund Transactions						
Total Other Fund Transactions	-					
Ending Fund Balance	3,269,224	1,471,754	1,900,940	965,644	771,505	724,257
Reserves & Designations						
* 2008 Carryover	(168,565)					
* Reserve for ERMS Project	(2,157,936)	(893,041)	(921,441)	-	-	
* Reserve for Equipment Replacement ⁷	(125,000)	(10,000)	(10,000)	(50,000)	(25,000)	(25,000)
* Reserve for e-REET Technology Project	(267,964)	(372,725)	(496,197)	(548,353)	(548,353)	(548,353)
* Reserve for Microfilm		(200,000)	(150,000)	(50,000)	(25,000)	(25,000)
* Reserve for Special Preservation Projects		(200,000)	-	(50,000)	(25,000)	(25,000)
* Reserve for Digitizing Projects		(200,000)	(125,000)	(50,000)	(25,000)	(25,000)
Total Reserves & Designations	(2,719,465)	(1,875,766)	(1,702,638)	(748,353)	(648,353)	(648,353)
Ending Undesignated Fund Balance	\$ 549,759	\$ (404,012)	\$ 198,302	\$ 217,291	\$ 123,152	\$ 75,904
Target Fund Balance ⁸	\$ 131,397	\$ 167,484	\$ 175,421	\$ 137,012	\$ 96,039	\$ 91,674

Financial Plan Notes:

¹ 2008 Actuals are from the 14th Month ARMS/IBIS.

² 2009 Estimated is based 2009 Adopted levels and any known revisions in anticipated expenditures as of the July financial report.

³ 2011 and 2012 Projected are based on a COLA/Merit adjustment of 4.4% and benefits adjusted by 6%.

⁴ Per RCW 82.45.180 this fee sunsets June 30, 2010.

⁵ Estimated operational shutdown savings in 2010.

⁶ Includes disappropriations from Ordinance 16564 and Ordinance 16590.

⁷ Reserve for project to replace equipment and recording system.

⁸ Target fund balance is based on 5% of expenditures.

2010 Proposed Budget for Risk Management 5520/0154

Code	Item	Description	Expenditures	FTEs *	TLTs
Program Area					
GG					
		2009 Adopted	26,404,838	22.00	0.00
		Status Quo**	1,188,450	0.00	0.00
		Status Quo Budget	27,593,288	22.00	0.00
Contra Add Back			0		
Increased Efficiencies/Reduced Costs					
AS01		Claims and Insurance Adjustments	(1,421,295)	0.00	0.00
			(1,421,295)	0.00	0.00
Operational Shutdown Savings					
CR45		Operational Shutdown Savings Contra	(76,812)	0.00	0.00
			(76,812)	0.00	0.00
Technical Adjustments					
TA50		Revenue Adjustment	0	0.00	0.00
CR01		Flexible Benefits	(12,972)	0.00	0.00
CR05		General Fund Overhead Cost Allocation	17,675	0.00	0.00
CR07		Technology Services Operations & Maintenance Charge	(49,293)	0.00	0.00
CR08		Technology Services Infrastructure Charge	1,206	0.00	0.00
CR10		Office of Information Resource Mgmt Ops Charge/Rebate	(1,398)	0.00	0.00
CR11		Telecommunications Services	850	0.00	0.00
CR12		Telecommunications Overhead	(13,196)	0.00	0.00
CR13		Motor Pool Usage Charge	(2,872)	0.00	0.00
CR14		Facilities Management Space Charge	(5,431)	0.00	0.00
CR15		Insurance Charges	(8,355)	0.00	0.00
CR16		Radio Access	(27)	0.00	0.00
CR17		Radio Maintenance	18	0.00	0.00
CR20		Prosecuting Attorney Civil Division Charge	(59,572)	0.00	0.00
CR25		Financial Services Charge	(15,618)	0.00	0.00
CR26		Retirement Rate Adjustment	(46,024)	0.00	0.00
CR27		Industrial Insurance Rate Adjustment	(199)	0.00	0.00
CR30		Printing Loan Recovery	(429)	0.00	0.00
CR37		Facilities Management Strategic Initiative	123	0.00	0.00
CR39		COLA Adjustment	(924)	0.00	0.00
CR40		Merit Adjustment	(1,127)	0.00	0.00
CR44		DES LAN Administration Costs	23,251	0.00	0.00
CR46		Countywide Strategic Technology Projects	(3,694)	0.00	0.00
			(178,008)	0.00	0.00
Total Change Items in 2010			(1,676,115)	0.00	0.00
2010 Proposed Budget			25,917,173	22.00	0.00

* FTEs do not include temporaries or overtime.

** This includes 2009 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** Please see Budget Transparency Section table at the end of the program plan pages for section information as identified in the Budget Transparency Ordinance No. 16445.

Risk Management

Risk Management

The 2010 Executive Proposed Budget for Risk Management is \$25,917,173 and includes funding for 22.00 FTEs.

Increased Efficiencies / Reduced Costs

Claims and Insurance Premiums Adjustments - (\$1,421,295). The budget for insurance claims and premiums is reduced by \$1.4 million as a result of the actuary estimate of claims payments report and policy renewals. The insurance premiums are \$749,379 lower than anticipated, and the claims payments are \$674,916 lower than anticipated. The result is a reduction in insurance charges to county agencies.

Operational Shutdown Savings

Operational Shutdown Savings Contra – (\$76,812). In the face of the severe fiscal challenges across all county funds, the 2010 Executive Proposed Budget includes savings assumptions in an effort to preserve direct services. For 2009, savings were achieved through the implementation of a ten-day building and/or operational closure program, resulting in labor furloughs. The 2010 budget is balanced across all funds assuming that a similar level of savings will be achieved in each agency based on the furlough eligible employees as was adopted for 2009, including 2009 County Council amendments. The specific details of the 2010 plan are still under development, and discussions with labor unions and individual agencies are on-going. Specific plans describing how the 2010 savings will be achieved will be transmitted to the County Council in the coming weeks. To the extent that savings, from labor or other expenses, cannot be fully achieved through temporary and short term building and/or operational closures, the plan will describe additional programmatic reductions and the elimination of additional positions.

Technical Adjustment

Central Rates – (\$178,008). This series of adjustments captures the net effect of countywide charges and results in a \$178,008 reduction in charges to the Office of Risk Management. These reductions reflect efficiencies created by Executive agencies to reduce the cost of services they provide to other county agencies. These changes reflect the County Executive's commitment to creating an efficient government and making administrative reductions before direct service reductions. The efforts of central rate agencies to reduce costs are integral to the County Executive's strategy to address the General Fund deficit, and benefit all county agencies.

Risk Management / 5520

		2008 Actual ¹	2009 Adopted ²	2009 Estimated ³	2010 Proposed	2011 Projected ⁴	2012 Projected
LOSSES LIMITED TO \$1 MILLION	Beginning Fund Balance	8,615,808	5,115,688	9,652,623	7,060,240	1,825,657	608,552
	Revenues						
	* Interfund Charges	23,265,610	23,590,221	25,255,587	23,588,780	28,240,987	29,498,709
	* Interest Revenue	1,715,200	1,652,155	1,194,312	1,016,629	1,047,128	1,078,542
	* Other Miscellaneous Revenues	42,452					
	Total Revenues	25,023,262	25,242,376	26,449,899	24,605,409	29,288,115	30,577,251
	Expenditures						
	* Claims Costs (limited to first \$1mil)	(12,900,682)	(14,842,301)	(13,647,567)	(14,170,385)	(14,453,793)	(14,742,869)
	* Insurance Premiums	(6,212,656)	(6,851,474)	(6,647,828)	(6,842,704)	(7,047,985)	(7,259,425)
	* Prosecutors and ORM Overhead	(3,899,193)	(4,436,135)	(3,945,767)	(4,601,663)	(4,693,696)	(4,787,570)
	* Transfers to Other Funds (MARR)	(274,928)	(274,928)	(274,928)	(302,421)	(308,469)	(314,639)
	* 2008 Encumbrance Carryover			(698,988)			
	Total Expenditures	(23,287,459)	(26,404,838)	(25,215,078)	(25,917,173)	(26,503,944)	(27,104,503)
CATASTROPHIC LOSS RESERVES (above the \$1 Million per occurrence threshold)	Other Fund Transactions						
	* Adjustments for Incurred Losses ⁵		(2,570,256)	(3,827,204)	(3,922,819)	(4,001,275)	(4,081,301)
	* Reserve for Encumbrance	(698,988)					
	Total Other Fund Transactions	(698,988)	(2,570,256)	(3,827,204)	(3,922,819)	(4,001,275)	(4,081,301)
	Ending Undesignated Fund Balance	9,652,623	1,382,970	7,060,240	1,825,657	608,552	0
	Beginning Fund Balance	14,432,524	14,932,997	14,216,140	14,474,990	14,699,213	14,923,884
	Revenues						
CATASTROPHIC LOSS RESERVES (above the \$1 Million per occurrence threshold)	* Interest Revenue	340,901	143,243	258,850	224,223	224,671	229,165
	* Other Adjustments	3,408					
	Total Revenues	344,309	143,243	258,850	224,223	224,671	229,165
	Expenditures						
	* Claims Costs > \$1.0 million Threshold	(560,693)					
	Total Expenditures	(560,693)	0	0	0	0	0
	Ending Fund Balance	14,216,140	15,076,240	14,474,990	14,699,213	14,923,884	15,153,049
	Less: Reserves & Designations						
	* Reserved for Losses Over \$1Million ⁶	(19,956,000)	(21,203,000)	(19,228,000)	(19,228,000)	(19,228,000)	(19,228,000)
	Total Reserves & Designations	(19,956,000)	(21,203,000)	(19,228,000)	(19,228,000)	(19,228,000)	(19,228,000)
	Ending Undesignated Fund Balance	(5,739,860)	(6,126,760)	(4,753,010)	(4,528,787)	(4,304,116)	(4,074,951)
	TOTAL ENDING UNDESIGNATED FUND BALANCE	3,912,763	(4,743,790)	2,307,230	(2,703,130)	(3,695,564)	(4,074,951)

Financial Plan Notes:

¹ 2008 beginning fund balance is based on the 2007 CAFR ending fund balance, 2008 Actuals based on 14th month ARMS.

² 2009 Council Adopted Budget.

³ 2009 Estimated based on projected insurance premiums renewal and projected claims payment trends.

⁴ 2011 Projected revenues based on 17% increase from 2010 to 2011, 5% increase from 2011 to 2012; claims, overhead and MARR expenditures based on 2% increase and a 3% increase for insurance premium expenditures from 2010 to 2011 and also 2011 to 2012.

⁵ Per catastrophic loss fund balance policy at required level of \$15.0 million.

⁶ Based on April 2009 actuarial study.